

CHECKLIST FOR HEALTHY FOOD CERTIFICATION DOCUMENTATION

for Districts Required to Submit Food and Beverage Lists

This checklist assists districts with completing the Healthy Food Certification (HFC) documentation materials. All districts must complete the online *Healthy Food Certification Compliance Form*. Some districts must also submit lists of foods and beverages sold to students. For a list of these districts, see [Districts Required to Submit Food and Beverage Lists](#). **Complete each item below before submitting the documentation materials to the Connecticut State Department of Education (CSDE).**

- ☐ Complete the online [Healthy Food Certification Compliance Form](#).
- ☐ Download forms 1-7 HFC documentation materials from the CSDE's Healthy Food Certification Documentation Web page. Do not use any forms from previous years. These forms apply only to districts listed on *Districts Required to Submit Food and Beverage Lists*.
- ☐ For guidance on completing the HFC documentation forms, review the following resources on the CSDE's [HFC Documentation](#) Web page: *Guidance for Healthy Food Certification Documentation*, *Completing the Online Healthy Food Certification Compliance Form*, *Documentation Requirements for Healthy Food Certification* (PowerPoint Presentation) and *Ensuring District Compliance with Healthy Food Certification*. For additional assistance, contact the CSDE.
- ☐ Consult with **all appropriate school staff members** to complete the required information for each source of food and beverage sales in the district, such as cafeteria a la carte sales, school stores, vending machines, and fundraisers. Staff members may include the school food service director, cafeteria managers, culinary arts teachers, family and consumer sciences teachers, athletic directors, parent groups and any individuals who coordinate fundraising activities, school stores, kiosks, other school-based enterprises, vending machines, and any other food or beverage sales to students.
- ☐ Develop **districtwide** lists of all foods and beverages sold to students from each source (e.g., cafeteria, vending, school stores), using one of the methods below. Do not provide a separate list of items for each individual school.
 1. **PREFERRED METHOD:** Print the appropriate pages of the CSDE's [List of Acceptable Foods and Beverages](#), highlight all items sold in the district and attach to the appropriate CSDE form. For example, attach the highlighted list of items sold in cafeterias to *Form 1 – Purchased Food and Beverages Sold in Cafeteria*. If the district sells any additional food items that are not on the CSDE's list, these items must be listed on the appropriate form.

OR

2. Complete the appropriate CSDE form for each source of food and beverage sales in the district, following the criteria below.
 - ☐ Include **complete information** for each product, including manufacturer, name of food or beverage item, variety/ flavor and correct package size.
 - ☐ Include **all flavors/ varieties** of each item sold and list each flavor/ variety on a **separate** line. Do not list items as “assorted flavors” or “assorted variety.”
 - ☐ **Do not submit vendor lists** of foods and beverages, including vending planograms. These lists generally do not contain all required information, and frequently use abbreviations that make it difficult to tell whether the items are the same as those on the CSDE's list.
 - ☐ **Do not use abbreviations** except for commonly understood measurements, e.g., oz. (ounces), fl. oz. (fluid ounces), c. (cup) and Tbsp. (tablespoon).

CHECKLIST FOR HFC DOCUMENTATION, continued

- ☐ **Entrees:** List purchased and school-made entrees that are **only sold a la carte**. Do not include entree sold a la carte on the **same day** that they are sold as part of reimbursable meals.
- ☐ **School-made Foods:** For school-made foods listed on forms 2, 4, 5, and 7, include the nutrient analysis for each recipe with the appropriate completed CNS worksheet to indicate one serving of the recipe complies with the CNS. The CNS worksheets are available on the CSDE's [Evaluating Foods for Compliance with CNS](#) Web page. For more information, see [Guidance on Evaluating School Recipes for Compliance with the Connecticut Nutrition Standards](#).
- ☐ **Fundraisers:** Complete form 5 only for food and beverage **fundraisers that have not been exempted** by the board of education. Do **not** complete this form if:
 - food and beverage fundraisers are only sold at exempted events occurring after the school day or on weekends;
 - food fundraisers are sold during the school day but comply with the CNS, the [state competitive foods regulations](#), and C.G.S. [Section 10-221p](#); and
 - beverage fundraisers are sold during the school day but comply with the state beverage statute (C.G.S. [Section 10-221q](#)), the [state competitive foods regulations](#), and C.G.S. [Section 10-221p](#).
- ☐ Submit the online *Healthy Food Certification Compliance Form* online and e-mail forms 1-7 or equivalent to the CSDE by **November 30**. Do not submit lists of foods and beverages unless your district is listed on *Districts Required to Submit Food and Beverage Lists*. For instructions on e-mailing the lists, see page 4 of the CSDE's handout, [Guidance for HFC Documentation](#).

RESOURCES

Completing the Online HFC Compliance Form:

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/hfcdoc/onlinehfcform.pdf

Districts Required to Submit Food and Beverage Lists:

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/hfcdoc/requireddistricts.pdf

Documentation Requirements for HFC (PowerPoint Presentation):

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/hfcdoc/documentation.pdf

Evaluating Foods for Compliance Web Page:

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322430

Guidance for HFC Documentation:

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/hfcdoc/guidancehfcdoc.pdf

Guidance on Evaluating School Recipes for Compliance with the Connecticut Nutrition Standards:

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/evalrecipe.pdf

HFC Documentation Web Page:

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322428



For more information on HFC, visit the Connecticut State Department of Education's [HFC](#) and [CNS](#) Web pages or contact Susan S. Fiore, M.S., R.D., Nutrition Education Coordinator, Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2075, susan.fiore@ct.gov.

This handout is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/hfcdoc/CheckHFCDoc.pdf.

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